



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE  
FORT GORDON, GEORGIA 30905-5729

REPLY TO  
ATTENTION OF:

ATZH-TB

27 June 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 3: Prevention of Sexual Harassment

**REFERENCES**

- A. AR 600-20, Chapter 7, Army Command Policy
  - B. TRADOC Regulation, DA PAM 350-20, (Training) Unit Equal Opportunity Training Guide
  - C. AR 690-600, Equal Employment Opportunity Discrimination Complaints
1. The purpose of this memorandum is to establish a policy for the prevention of sexual harassment within the Brigade.
  2. All assigned military and civilian personnel have the responsibility of maintaining high standards of honesty, integrity, impartiality, and conduct to ensure the proper performance of our mission. Any member of this Brigade who engages in or condones any form of sexual harassment undermines and interferes with the overall effectiveness of our mission.
  3. The Army defines sexual harassment as:
    - a. A form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
      - (1) Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; or
      - (2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person; or
      - (3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

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b. Any soldier or civilian employee:

(1) In a supervisory or command position, who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of another Soldier or civilian employee, is engaging in sexual harassment.

(2) Who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature, is engaging in sexual harassment.

4. Prevention of sexual harassment is the responsibility of every member of this Brigade. Allegations of unacceptable behavior, whether verbal, written, or physical, will be investigated and resolved immediately at the appropriate level. Leaders must make every effort to promote a climate of dignity and respect in their organizations.

5. There are many ways to report sexual harassment or misconduct. (Enclosure 1) The Equal Opportunity (EO) Poster, dated 4 January 2000, will be posted on all official bulletin boards. It identifies the ways to report acts of discrimination and explains the EO and Sexual Harassment Complaint Procedures. The chain of command is the best avenue for addressing these matters. As an alternative method, military personnel or family members may also file complaints with the EO Office, in building 25706, or with the Inspector General (IG), in building 32503. Complaints by civilian personnel alleging sexual harassment or other types of discrimination should be handled through the Equal Employment Opportunity (EEO) Office, in room 210 of Darling Hall in accordance with the procedures contained in AR 690-600, "Equal Employment Opportunity Discrimination Complaints," or as described in DOD and Department of the Army policies implementing Title 10 U.S. Code 1561, or as provided for in any applicable collective bargaining agreements.

6. All personnel and family members are protected from reprisal or retaliation for filing complaints. No Soldier or employee may take or threaten to take an unfavorable personnel action, or to withhold or threaten to withhold a favorable personnel action, in reprisal against any person for filing a complaint.

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7. I consider any confirmed incident of sexual harassment to be a very serious offense. All personnel are expected to comply with this policy. Violation of this policy memorandum by any 15<sup>th</sup> Regimental Signal Brigade Soldier may result in disciplinary action under the Uniform Code of Military Justice and/or adverse administrative action.



FRANK G. PENHA  
COL, SC  
Commanding

Encl  
Avenues for Reporting

DISTRIBUTION: B

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**AVENUES FOR REPORTING  
SEXUAL HARASSMENT/MISCONDUCT COMPLAINTS**

- Brigade/Battalion/Company EOR's
- Chain of Command
- Inspector General's Office
- Chaplain's Office
- Staff Judge Advocate
- Fort Gordon "Hotline" – 791-3600
- Equal Opportunity Office (Military) or Employment Opportunity Office (Civilian)
- Medical Community – Social Work Services – Counselors (Army Community Services) -  
Family Practitioner
- Directorate of Public Safety (Military Police)
- Criminal Investigation Division

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